



**Seating Chart & Welcome Signs  
Order Form & Contract**

Each poster is created with your own theme, colors, lettering styles & designs.  
Templates are not used so each piece is a unique work of art.

**A NOTE ABOUT THE EXCEL SPREADHSEET NEEDED TO CREATE THE POSTER:**

Please download the excel spreadsheet from the Seating Chart Poster page on the website or I can email to you upon request.

Please do not use your own spreadsheet. It must be in the format provided otherwise you will be asked to fix or re-enter all your guests names/table information.

If data is entered in all caps, you will need to re-enter all the data.

**A NOTE ABOUT THE DUE DATE:**

If you are picking up the poster, the completed Order Form/Contract, completed Excel spreadsheet & deposit are due NO LATER THAN 8 business days BEFORE THE DATE YOU NEED THE POSTER IN YOUR HANDS. Please allow 12 business days if the poster needs to be mailed/shipped to you. Please allow additional time if you are not located within the Continental United States.

*PLEASE NOTE: Additional Rush Fee of \$25 may apply if info is provided after the due date.*

**\*\*\*LATEST DATE YOU NEED/WANT THE POSTER IN YOUR HANDS: \_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

If poster is to be shipped please enter "Ship to" info if different than above:

\_\_\_\_\_

Is the Ship To address a Residence? \_\_\_\_\_ or Business? \_\_\_\_\_

Signature required? \_\_\_\_\_ Y \_\_\_\_\_ N

First name of Bride \_\_\_\_\_ First name of Groom \_\_\_\_\_

Event Date: \_\_\_\_\_ Date RSVP's are due (if applicable) \_\_\_\_\_

**Check one:** \_\_\_\_\_ Vertical Layout (Portrait) \_\_\_\_\_ Horizontal Layout (Landscape)  
\_\_\_\_\_ No preference on orientation

**Check one:** \_\_\_\_\_ Group Guests Alphabetically \_\_\_\_\_ Group by Table Number/Table Name  
(best if you have Table names instead of numbers)

Enter best description of colors desired: \_\_\_\_\_

Please best describe the look you are trying to portray  
(examples: Formal, Casual, Contemporary) \_\_\_\_\_

Please indicate any other description or theme  
(examples: Ornate, Western, Floral, Flourish, Damask) \_\_\_\_\_

Please indicate any specific motif or design – if any:  
(examples: Daisy, Calla Lily, Maple Leaf, Pinecone, Snowflake, Palm Tree) \_\_\_\_\_

Would you like it to have a border? (not recommended if placing in a frame) \_\_\_\_\_ No \_\_\_\_\_ Yes

Do you have a Monogram preference? If yes, please indicate preference:  
(I may change layout according to what looks best with your poster design)

\_\_\_\_\_ Initials only: S K J

\_\_\_\_\_ Groom's last initial & names on either side: Sara K John

\_\_\_\_\_ Large initial alone with names/date nearby: K Sara and John  
July 7, 2012

\_\_\_\_\_ Grooms full last name with names above  
& date below Sara and John  
KOSTER  
July 17, 2012

\_\_\_\_\_ Very Large single monogram screened in background behind all the guest names.  
(Names & date also included)

\_\_\_\_\_ No preference

Do you prefer the date to be:

\_\_\_\_\_ Written Out – traditional: July 17, 2012

\_\_\_\_\_ Digit form - modern Preference? \_\_\_\_\_ 07.07.12 \_\_\_\_\_ 7.7.2012

Last name of Groom \_\_\_\_\_

**Generally, the size poster you need is based upon how many lines are on your Excel spreadsheet, not how many guests are being invited.**

40 lines or below: 12 x 18

41 - 100 lines: 18 x 24

100 lines & up - 24 x 36 or larger

It also depends on how spacious you would like it to look, if you are including a Menu, Head Table box, or what type of graphics, if you want a lot of alphabet groupings or only the minimum amount necessary.....if the size you choose is not going to work well after I start designing it I will contact you so we can discuss options.

**Check one:**

\_\_\_\_\_ 12" x 18" .....\$120.00

\_\_\_\_\_ 18" x 24" .....\$140.00

\_\_\_\_\_ 24" x 36" (most popular) .....\$180.00

\_\_\_\_\_ 36" x 48" .....\$280.00  
(on 12 mil satin finish poster board only)

**Check one:** \_\_\_\_\_ **poster to be placed in customer's frame**

\_\_\_\_\_ **mount poster on foamboard & matte laminated**

THIS IS NOT AN OPTION IF POSTER IS BEING SHIPPED

12 x 18 - \$25

18 x 24 - \$40

24 x 36 - \$55

PLEASE NOTE: If mounting on foamboard, finished size may be closer to 1" less total for each dimension.

**Additional Options**

\_\_\_\_\_ **Add Menu Box (no charge)**

\_\_\_\_\_ **Add Head Table Box (no charge)**

\_\_\_\_\_ **Add Table/Room Map section - \$80 (diagram tables in the room)**

Please note: This is not a separate poster & may or may not fit depending on all other details of your poster.

\_\_\_\_\_ **Table/Room Map – separate poster:**

12 x 18 - \$80

18 x 24 - \$100

24 x 36 - \$140

36 x 48 - \$190

Additional mounting and/or laminating fees will apply.

Please indicate size desired: \_\_\_\_\_

**WELCOME SIGNS: (or any other type of sign):**

\_\_\_\_\_ Welcome Sign: ordered with seating chart poster. Coordinating design.  
50% off poster pricing

\_\_\_\_\_ Welcome Sign (or other sign) ONLY. Not ordering seating chart poster.  
25% off poster pricing

Additional mounting/laminating fees will apply.

Please indicate size you would like the sign to be: \_\_\_\_\_

**Proof:**

**You will receive an emailed pdf proof prior to printing for your review.**

Please allow 3-5 business days after all necessary information is received to receive your first proof. First 3 proofs are included. Additional proofs will be billed at \$10 per Proof.

**Shipping Charges (if applicable):**

Posters that are printed to go into a frame are rolled & mailed FedEx in a mailing tube.  
Cost ranges from \$15 - \$25 depending on size & your location.  
Poster cannot be shipped if being mounted on foamboard.

Expedited shipping is available upon request. Please request a quote.  
Alaska, Hawaii & APO/FPO addresses are additional. Please request a shipping quote.

**Payment:**

50% Deposit is required before poster is created & balance due when poster is picked up or before it is shipped.

Cash, Check or ApplePay or Zelle is preferred. I also can accept Venmo or PayPal.

Indicate payment method using:

\_\_\_\_\_ Cash – please contact me to setup a time for drop-off at my home office

\_\_\_\_\_ Check – mail to address below

\_\_\_\_\_ ApplePay: 616-291-1199

\_\_\_\_\_ Zelle: juliearmstrong1234@gmail.com

\_\_\_\_\_ Venmo: @TheInvitationPlace

\_\_\_\_\_ PayPal: julie@weddinginvitationplace.com  
No PayPal account set-up is required by you, the customer.

*Michigan Sales tax of 6% (unless you are out of state) & shipping (if necessary) will be added to the cost of the poster.*

Please enter any additional comments you feel would be helpful in designing your poster:

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If you did not place your wedding invitation order with The Invitation Place, please indicate how you came to find The Invitation Place website:

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**Please Sign & Date**

X \_\_\_\_\_ Date: \_\_\_\_\_

The Invitation Place - 2676 Rattan Ct., Grandville, MI 49418 - 616.291.1199 – [www.weddinginvitationplace.com](http://www.weddinginvitationplace.com)  
Julie@weddinginvitationplace.com